

2026 CONTINUING PROFESSIONAL DEVELOPMENT REPORTING PLAN

Member Name: _____ **Member ID:** _____

All members shall participate in and submit an annual Continuing Professional Development (CPD) declaration to the Institute of Chartered Professional Accountants of Saskatchewan (CPA Saskatchewan) (*Bylaws 23.1 and 23.8*).

When a member declares an instance of non-compliance with the minimum CPD requirements of a calendar year and declares to fulfill the CPD deficiency, the member shall undertake learning activities within that calendar year equal to the deficiency in addition to the minimum CPD requirements established in Bylaws 23.2, 23.3, and 23.4 of Board Rules 323.12 and 323.13, if applicable, and complete the learning activities within that calendar year (January 1 – December 31) (*Rule 323.21*).

Under Rule 323.22, the Registrar shall review the member's declaration in Board Rule 323.21:

- (a) accept the member's declaration;
- (b) request a written submission with particulars on how the CPD deficiency will be fulfilled; or
- (c) refer the matter to the applicable regulatory committee.

The member shall have conditions or restrictions placed on their registration until the CPD deficiency is fulfilled (*Rule 323.23*).

JOB FUNCTION AND ROLE

Current job title and employer:

Provide specific details about your current job function and duties (*or include a copy of your formal job description*):

RATIONALE FOR CPD DEFICIENCY

List the reason(s) why you were non-compliant with the minimum CPD requirements and your intention to comply in the future:

ADDITIONAL INFORMATION AND RESOURCES

Additional information, definitions and frequently asked questions and answers are available on the CPA Saskatchewan website: <https://www.cpask.ca/member/fees-cpd>.

Please also refer to our [Guide to CPD Reporting](#) and our [CPD Self-Assessment Tool](#).

The deadlines for obtaining and reporting the required number of CPD hours to complete an approved CPD plan will be established by the Registrar or Registration Committee on an individual case basis. Once approved, we recommend you set a calendar reminder to complete these steps by the approved deadlines.



PRIVACY POLICY

Under the [CPA Saskatchewan Privacy Policy](#), personal information may be collected to determine if registrants are:

- Meeting continuing competency requirements
- Meeting continuing professional education requirements
- Meeting professional and ethical standards

The CPA Saskatchewan Privacy Policy governs the collection, use, disclosure, retention, access, correction, and safeguarding of personal information.

2026 DETAILED CPD PLAN



Total CPD hours planned for the year ended December 31, 2026

DECLARATION (CHECK ALL BOXES)

- I acknowledge that I have been non-compliant with the minimum CPD requirements for two (2) or more consecutive years.
- I have provided the above 2026 CPD plan for approval by the Registrar in sufficient detail to demonstrate the reason(s) why I have been non-compliant and how I will both address the CPD deficiency from 2025 and comply with the 2026 minimum CPD requirements within a reasonable period of time. I am aware that prior instances of non-compliance are taken into consideration.
- I acknowledge that the submission of this 2026 CPD plan will, at a minimum, result in a condition being placed on my membership status, which is made publicly available, until such time as I have met and reported all outstanding requirements as noted above. Should the Registrar refer this matter to the Registration Committee, the Registration Committee may choose to restrict or suspend my member registration on the CPA Saskatchewan register. I am aware that all restrictions and suspensions are published on the CPA Saskatchewan website and in the CPA Saskatchewan member newsletter. If applicable, I am aware that in the event my member registration is restricted, my professional accounting licence will also be restricted. Similarly, in the event my member registration is suspended, I am aware that my professional accounting licence will be cancelled.
- I agree to notify CPA Saskatchewan of my compliance with the approved 2026 CPD plan by reporting the completed CPD learning activities through the CPA Saskatchewan reporting tool at <https://member.cpask.ca> within the agreed timeframe and requesting removal of CPD conditions through my online portal or by emailing monitoring@cpask.ca once the required number of hours have been obtained.
- If applicable, I acknowledge that I will need to request the removal of any condition or restriction on my registration by the Registrar once the approved 2026 CPD plan has been completed and that this request must include documentation supporting the reason for removal of the condition or restriction.
- I have read and understood this document in its entirety and request that my 2026 CPD plan be accepted by the Registrar.

I declare that the information provided above is accurate and complete on this date.

Signature

Date

FURTHER COMMENTS

Provide any further comments for consideration by the Registrar and, if applicable, the Registration Committee: